

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
December 1, 2015

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	Councilmember
	Mike LeBaron	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Summer Palmer	Human Resource Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Victoria McGrath – McGrath Group, Lisa Eickholt – McGrath Group, Nike Peterson – Councilmember Elect, Vern Phipps – Councilmember Elect

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON THE EMPLOYEE COMPENSATION PLAN

Dr. Victoria McGrath from the McGrath Group introduced herself and Lisa Eickholt to the Council. She shared a brief overview and history of the McGrath Group. She reviewed the methodology which would be used during the Employee Compensation Plan Study and pointed out her current visit was to gain an understanding of the City’s departments and structure. She stated Summer Palmer, Human Resource Manager, had provided her with significant data which would be used in conjunction with position questionnaires to evaluate the City’s current structure from an internal perspective. She mentioned years of experience and education would be included as part of the evaluation process which would result in a point system. She stated the point system would be used to group positions of similar points which would be coupled with external market data from previous comparisons provided by Ms. Palmer. She emphasized both salary information and benefit information would be solicited and studied.

Ms. McGrath stated there would be a follow up visit to the City sometime in February in which the results of the external market data would be compiled and presented to small employee groups and the compensation committee. She emphasized at that time discussions would take

place regarding the type of compensation structure the City would like to implement moving forward. She reported the McGrath Group would design a compensation program to specifically meet the needs of the City based upon that direction.

Ms. McGrath explained there would be a third visit to the City to review the structure with each department and a final presentation would be shared with the City Council for its consideration. She emphasized her staff would take a lot of time up front ensuring its accuracy. She explained the appeal process which would be available to the employees. She answered questions from the Council and emphasized McGrath would be building a system which would be fiscally sustainable.

The meeting adjourned at 6:27 p.m.

APPROVED AND ADOPTED
This 8th day of December, 2015

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, December 1, 2015.

/s/Nancy R. Dean, City Recorder